



JOHN CHIANG
California State Controller
Division of Accounting and Reporting

August 8, 2014

Dear City Fiscal Officer:

This letter provides information regarding the 2013-14 Cities Financial Transactions Report (FTR). Government Code (GC) section 53891 requires the financial transactions of each local agency to be submitted to the State Controller's Office (SCO) within 90 days after the close of the fiscal year or within 110 days if filed electronically.

The financial reports are due September 29, 2014. If filing electronically, the due date is October 20, 2014. Please submit the following documents:

- Financial Transactions Report
- U.S. Bureau of Census survey form
- Government Compensation in California (GCC) Report
 - Information regarding the 2013 GCC Report was mailed in June 2014

Beginning this fiscal year, the electronic reporting program to prepare the FTR is available for download on the SCO's website. The compact disc containing the electronic reporting program is not included with this letter.

Please visit www.sco.ca.gov/ard_locinstr_cities_forms.html for the electronic reporting program, as well as paper reporting forms, instructions and information. Local Government Reporting staff is available if you need assistance with downloading the electronic reporting program.

Cities receive Highway Users Tax (HUT) revenue pursuant to various Streets and Highways Code (SHC) sections. Your city's HUT payment was adjusted in June 2014 (SHC Section 2105) due to an over-allocation to the State Highway Account. Please see details of the June 2014 SHC Section 2105 adjustment amount at:
www.sco.ca.gov/Files-ARD-Payments/Highway/fy1314_06hwycity_rpt.pdf.

Reporting of Housing Assets/Functions of Dissolved Redevelopment Agencies

Include:

- Any housing assets/functions transferred to the City due to the dissolution of a redevelopment agency (RDA)
- Any housing assets/functions that were transferred to the City and not reported in prior years, as a prior year adjustment on the Consolidated Statement form, with a footnote

Reporting of Successor Agency Transactions

Exclude:

- Successor Agency transactions

Please note that in accordance with GC section 12464, if the reports are not made in the time, form, and manner required or there is reason to believe that a report is false, incomplete, or incorrect, the SCO is authorized to make an investigation to obtain the information required. Any costs incurred by the SCO shall be borne by the City.

In addition, GC section 40804 requires each City to publish a summary of the City's Financial Transactions Report in a form prescribed by the SCO. Please utilize the "Consolidated Statement of Revenues, Expenditures, and Changes in Fund Balance/Working Capital" form of the financial transactions report filed with this office for that purpose.

If you have any questions or need assistance with downloading the electronic program, please contact the Local Government Reporting Section at LGRsupport@sco.ca.gov or (916) 322-9672, or call Barb Williams at (916) 323-4991.

Sincerely,

(original signed by)

RENEE HSZIEH, Manager
Local Government Reporting Section